



STATE OF WASHINGTON
DEPARTMENT OF LICENSING
P. O. Box 9030, Olympia, WA 98507-9030

November 9, 2010

To: All Driver Training Schools Not Participating in Testing Pilot
From: Department of Licensing Driver Training School Program

The Driver Training School (DTS) program is implementing the Electronic Student Course Completion Report (ESCCR) for all schools. This means that all schools will use this ESCCR instead of the current SCCR. This report is in an Excel spreadsheet. The reporting time frame will not change. You will now email the ESCCR to tse@dol.wa.gov. I believe you will find this process much more efficient and easier for you to use. This should help get your reporting in on time.

Time Frame – DTS may start using this form effective immediately. The DTS will be required to use this new ESCCR after the first of the new year.

Reporting – DTS will continue to report the first report by the 7th of each month and submit the report again at the 6 month mark (to track TSEC). All ESCCR will be emailed to tse@dol.wa.gov.

It's pretty simple, just fill in all columns for each student. Column A – H is the same information for each student. All columns need to be filled out. Accuracy is crucial. Keep in mind that when you enter the license/permit number for the student it should be 12 characters. The * counts as a character and must be included.

IMPORTANT: - Any variations will be returned to the school for correction.

E-Student Course Completion Report

Attached you will find the electronic copy of the SCCR. This will replace the form you've been using.

- Date should always be entered in mm/dd/yy ex. 02/26/10
- Voiding a TSEC, fill out the row like normal, putting in all student information and place an "x" in the column marked "void"
- **Accuracy is extremely important.** Your spreadsheet will be used to do the monthly and quarterly reporting.
- If you have more than 20 students in the class, just insert more rows into the form
- Save form - Once complete, you will save as "schoolname+coursestartdate+class identifier number+SCCR#". Example "trafficsafety02262010_1_1". (**underscore _ not hyphen-**) This is the name of the school, the date the course starts, class identifier number (only if multiple classes with same start date), and SCCR #(1=first report, 2=second report, 3=final 6 month report)

If you should have any question please contact the Driver Training School Program at 360.664.6692.

We are committed to providing equal access to our services.
If you need accommodation, please call (360) 902-3900 or TTY (360) 664-0116.